Code of conduct for staff and volunteers

The Peace Village, Children's Football Alliance's (CFA) Fair Play Point and GroepINTRO staff, volunteers and partnerships involved in activities for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of formal coaching sessions and loosely supervised play, using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of The CFA at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with The CFA's procedures.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Qualified first aider to administer first aid.

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- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of youth members in their care.
- Ensure the rights and responsibilities of youth members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain all activities to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example.
- Refrain from smoking and consumption of alcohol during all activities.
- Don't spend time alone with a child.
- Never taking children to their home
- Hold appropriate valid qualifications and insurance cover.
- Make all sports/activities **fun.**

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing organisation.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from The CFA or event / partnership event.

Dismissals can be appealed by the staff/volunteer with final decisions taken by The CFA's board of directors or referred to the governing body depending on the disciplinary procedures within the activity.

Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures

This will include
• Access to First Aid equipment • Telephone contact if the participant is a minor • Telephone contact to the Emergency Services

Partnerships should also contact their own governing body to ensure they incorporate their own specific guidelines and then inform The CFA of those specific guidelines.

Signature of partnership staff: (Partnership staff: teachers, volunteers, coaches, facilitators)	
Print name of partnership staff: (Partnership staff: teachers, volunteers, coaches, facilitators)	
Date:	
Signature of line manager: (Event director)	
Print name of line manager: **(Event director)**	
Date:	